

Chapter 1 Concepts

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OVERVIEW

Systems

Administration

The purposes of Systems Administration are:

- ! To establish and maintain processing parameters, i.e., grace periods, purchasing limits, status codes, document types, approval limits, etc., in the Installations Tables for processing in AGPS.
- ! To establish and maintain processing schedules in AGPS
- ! To establish and maintain all required approvals for AGPS processing
- ! To establish and maintain regions for delivery purposes in AGPS
- ! To establish and maintain USERIDs and access authority to AGPS

Installation

Tables

The purposes of the Installation Tables are:

- ! To establish processing parameters, i.e., grace periods, purchasing limits, approval limits, etc., for processing in AGPS
- ! To establish non-work days for scheduling purposes
- ! To establish all codes, i.e., status, action, region, document types, etc required for AGPS processing
- ! To establish region codes for bidding and delivery purposes
- ! To establish access authority to AGPS

Installation tables are used in AGPS to establish all required pre-established codes used by the various screens/programs for processing in AGPS. An installation table (BAAT) is used to establish access to and maintenance authority to AGPS by users. Another table (BHOL) is used to identify non-work days. Another table (BSTD) is used to establish the standard for scheduling of requisition and solicitation documents, etc.

Profile Table

The purposes of Profile Table are:

- ! To establish screen profiles (hierarchal grouping of screens) to provide the user the capability to move from one screen to another without entry of a screen ID
- ! To provide screen control for AGPS screens

Leaf Table

The purposes of Leaf Table are:

- ! To establish record sensitive data elements used for access of similar data in another record, another database

Terminology

The following terms are used throughout this section:

Access Table. This term is used to refer to the BAAT Table. This table is used to record user identification codes, agencies that user is authorized to access and maintenance authority for that agency.

ARCH Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the order database with the ORD5 screen. All authorizations used by AGPS are maintained in the BAAT Table.

BAPV Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the approvers database with the BAPV screen. All authorizations used by AGPS are maintained in the BAAT Table.

Begin Date(s). This term is used to refer to the month and day for start of entry/processing of next fiscal year transactions prior to start of a new fiscal year.

BLBL Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the accounting labels database with the BLBL screen. All authorizations used by AGPS are maintained in the BAAT Table.

Calendar Year. Self explanatory.

COMM Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the commodity database with the commodity screens. All authorizations used by AGPS are maintained in the BAAT Table.

Document Type. This term is used to refer to a code used to identify a document within AGPS, i.e., DCI - Distribution Center Item requirement.

Executive Agency. This term is used to refer to the parent agency under which an agency functions. I.E., Accounts payable executive agency would be Accounting designated by the first two characters of the agency code.

FY Begin Date. This term is used to refer to the month and day for start of a new fiscal year.

FY End Date. This term is used to refer to the month and day for end of a new fiscal year.

Grace Date(s). This term is used to refer to the month and day for end of entry/processing of prior fiscal year transactions after start of a new fiscal year.

Holiday. This term is used to refer to a non-work day. It may be a holiday or a weekend.

Installation Approval Table. This term is used to refer to the table used to maintain required approvers for all required approvals processed in AGPS.

Julian Date. This term is used to refer to a date based upon the Julian calendar. E.G. January 1 is listed as 001 and January 31 as 031.

KAMD Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract amendment records with the KAMD screen. All authorizations used by AGPS are maintained in the BAAT Table.

KENT Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract records with the KENT screen. All authorizations used by AGPS are maintained in the BAAT Table.

KINV Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract invoice/payment records with the KINV screen. All authorizations used by AGPS are maintained in the BAAT Table.

KLDL Authorization. This term is used by AGPS to indicate whether or not the user has authority to maintain contract line demographics records with the KLDL screen. All authorizations used by AGPS are maintained in the BAAT Table.

Last Requisition/Solicitation/Contract/Order Number/Commodity Item/File Number/CFMS(Contract Financial Management System). Self explanatory.

Leafing. This term is used to describe a process whereby specified data elements of a record are 'sensitized' and used the 'key' for access of a record in another database or same database with a another transaction screen.

Movable Property Override Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain the movable property flag on a requisition or order/change order line record. All authorizations used by AGPS are maintained in the BAAT Table.

Nature of Purchase. This term is used to refer to code that describes the nature or type of purchase processed, i.e., S1 - Services Routine, S3 - Services Complex, etc.

NO. P.O. Copies. This term is used to refer to the number of extra copies of a purchase order that will print in addition to the standard number.

OPAY Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain payment records with the OPAY/OPLN screens. All authorizations used by AGPS are maintained in the BAAT Table.

OWLK Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain object cross-walk records with the OWLK screen. All authorizations used by AGPS are maintained in the BAAT Table.

PAPV Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the approvers database with the PAPV screen. All authorizations used by AGPS are maintained in the BAAT Table.

Profiling. This term is used to define a screen control process whereby screens may be grouped in a specified order for moving from one screen to the next for a specific record. This would normally be used for record access where multiple screens are used for access of the same record, e.g., A solicitation record is viewed with SDOC, SDO2, SDO3, SDO4, SDO5 and SDO6, therefore, a Profile Table record would be created for the SDOC screen with profile to SDOC, SDO3, SDO4, SDO5 and SDO6.

Region Code. This term is used to refer to the code used in AGPS to identify a bidding/performance region within the state by parish code.

Standards (Table). This term is used to refer to the standard or average period of time required for processing certain functions within AGPS purchasing process.

Tables Table. This term is used to refer to a database table that is used to establish and define all processing codes, i.e., document type, status code, parish codes, state code, etc. that is used by AGPS for processing of requirements, awards, etc.

Text Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain a record in the text database with the text screens. All authorizations used by AGPS are maintained in the BAAT Table.

Two-Way Match. This term is used to indicate whether the state will allow a 2 way match to process payments to accounting.

Universal Authorization (Auth). This term is used by AGPS to indicate whether or not the user has universal access to all processing screens. All authorizations used by AGPS are maintained in the BAAT Table.

User ID. This term is used to identify the code entered by the user for access to AGPS. The User ID is also maintained in the BAAT Table.

VEND Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain vendor records in the vendor database with the vendor screens. All authorizations used by AGPS are maintained in the BAAT Table.

XWLK Authorization (Auth). This term is used by AGPS to indicate whether or not the user has authority to maintain accounting distribution cross-walk records with the XWLK screen. All authorizations used by AGPS are maintained in the BAAT Table.

Key Concepts

Overview	Systems administration is a key activity in any automated purchasing system such as AGPS. The activity revolves around an individual(s) whose primary function is to maintain basic reference data for the system. These functions have been discussed to some extent in the sections entitled Installation Tables Maintenance and Security.
Installation Tables Processing	The installation database contains information critical to the purchasing process such as authorization, grace periods, non-work days, standards and codes for processing within AGPS. Because of their impact on the operation of the system, maintenance of the installation tables is the responsibility of the system administrator. Also, only the system administrator has access to the installation database except for the codes interpretation table.
Security Processing	AGPS has a four-level, top down security process providing access to the system, screens, records and data elements. It may be general in nature or tailored to a user's specific needs. The system administrator is a key player in the operation of the security aspects of AGPS.
Leafing	The leaf table provides a method of carrying forward sensitive data elements of a record to be used as the key to another record.
Profiling	The profile table is used to provide screen control and the order in which screens may be accessed from the parent screen.
Management	Installation, security, and other processing by the system administrator ensures an efficient and smoothly running AGPS.

Discussion of Transactions

Access Authority

Group Maintenance

Table (BAAP)

The Access Authority Group Maintenance Table screen is used for identifying access to AGPS agency records by Access Authority Group Code Profile (Security Group of STAB Table). This Table is then used for update of BAAT Table record's authorized agencies for all users assigned that Access Authority Group Code in the STAB Table.

Access Authority

Table (BAAT)

The Access Authority Table screen is used for identifying all AGPS users, their authorization, agency or agencies for which they are authorized to access records, and maintenance authority for the specified agency.

Format Definition

Table (FORT)

The Format Definition Table screen is used by the Systems Administrator to maintain the access authorized a screen by use of security groups.

Holiday Table

(BHOL)

The Holiday Table screen is used for the establishing and maintenance of non-work days to be used within the AGPS scheduling/award processes for requisitions and solicitations.

Installation

Approval Table

(BAPV)

The Installation Approval Table screen is used for assigning required approvers (primary and alternates) for all required approvals generated from processes in AGPS by approval type, category, agency, sequence and approver.

Installation Table

(INST/INS2/INS3)

The Installation Table screen (INST, INS2, INS3) is used for the maintenance of installation processing parameters. Some of the information maintained is last requisition number, last solicitation number, fiscal year begin/end date, grace period dates, on-line award limitations, approval parameters for allowed variances (percentage) and dollar limits, etc.

Leaf Table

(LEAF)

The Leaf Table screen is used to specify 'sensitive' data elements of a record to be used for access of other or related records.

Message Text**(BTXT/BTLN)**

The Message Text Header Table and Message Text Line Table are for maintaining the AGPS sign-on screen text messages.

Profile Table**(PROF)**

The Profile Table screen is used to specify the screens to be profiled to from the parent screen and order in which screens may be accessed from the parent screen.

Regions Code Table**(BREG/BRGI)**

The Regions Code Table screen is used for the establishing and maintaining geographical regions of the state by parish code for bidding/performance restrictions.

Security Table**(STAB)**

The Security Table screen is used to establish and maintain a USERID for personnel authorized to access AGPS and the processes allowed that user, i.e., inquiry, maintenance, etc.

Standards Table**(BSTD)**

The Standards Table screen is used for the establishing and maintaining processing standards for certain purchasing functions within AGPS by document type and nature of purchase.

Tables Table**(BTAB)**

The Tables Table screen is used for the establishing, interpreting and maintaining all codes used for processing within AGPS.

Document Type**Matrix Table****(BMAT)**

The Document Type Matrix Table is used for establishing the document type, solicitation and award code combinations used by the system in addition to other system/program processing parameters, e.g., type of interface - O (On-Line), B (Batch), or N (None).